

**Program Standards and Matrix  
INITIAL PROGRAMS IN BUSINESS EDUCATION**

<b>ND ESPB Standards</b>	
<p><b>03020.1</b> The program requires study of planning, organizing, and administering a business education program. This shall include business and office technology, computer information systems, workplace skills and career opportunities, and advising a student organization in business. The program uses a variety of performance assessments of candidates' understanding and ability to apply that knowledge.</p> <p><b>03020.2</b> The program requires study in the various business education areas including accounting (6 semester hours), computer and information systems, general business subjects (6 semester hours), keyboarding (3 semester hours), and business communications, current technology applications (12 semester hours). The program uses a variety of performance assessments of candidates' understanding and ability to apply that knowledge.</p> <p><b>03020.3</b> The program requires study of economic systems, business organizations, legal/ethical implications, and entrepreneurship, including global and technological aspects. The program uses a variety of performance assessments of candidates' understanding and ability to apply that knowledge.</p>	

**03020.4** The program prepares the teacher education candidate to teach comprehensive business education at the middle level and high school. Teachers are also prepared to assist in keyboarding and computer literacy instruction at the elementary level. Students may also select an area(s) of specialization. The program uses a variety of performance assessments of candidates' understanding and ability to apply that knowledge.

**03020.5** The program requires studying the methods of teaching business education. This includes current trends in business education with an examination of a variety of teaching methods and techniques. The program uses a variety of performance assessments of candidates' understanding and ability to apply that knowledge.

**03020.6** The program requires the study of current, appropriate instructional technologies. The program uses varied performance assessments of candidates' understanding and abilities to apply that knowledge.